

THE TAU BETA PI ASSOCIATION, INCORPORATED

NATIONAL ENGINEERING HONOR SOCIETY
MEMBER OF ASSOCIATION OF COLLEGE HONOR SOCIETIES



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JAMES D. FROULA, P.E.
SECRETARY-TREASURER

ROGER E. HAWKS
ASSISTANT SECRETARY-TREASURER

October 1, 1998

Chapter Treasurers

September 30 Chapter Account Statement

Tau Beta:

Enclosed is our first statement for the new academic year — unless your balance due exceeded \$200 on August 31. It may include a few of the financial transactions last spring between your chapter and the national headquarters. Don't send a check for a **credit** balance; if you want a check from me, just ask.

Statements will be sent to you after the last day of each month until June. Please pay any debit balance promptly. Remember to send the \$27 initiation fee and the \$3 Convention assessment for each new member to me **within 10 days** after each initiation; do not wait for the next regular statement. An information sheet about chapter billing is enclosed. Please **do not send individual checks from your initiates**, and note the charge for returned checks.

This is how our **Convention financing** works. As treasurer, you may have advanced cash to your official delegate for the Convention trip next week. Your voting delegate will send a report of travel expenses to me promptly after the Convention, and I'll credit your chapter account that amount. Please follow up to see that the report is mailed. I may have already sent funds to you in advance for the travel expenses of your official delegate if your chapter has limited funds. Alternate non-voting delegates attend the Convention at their own or chapter's expense.

Copies of this letter and statement are being sent to your president and chief advisor for their information. As directed by the 1982 Convention, copies of monthly statements will also be sent to your president and/or chief advisor.

Questions about your statement should be telephoned to Betty Harless, bookkeeper in the national headquarters. If your chapter is having financial problems, please let us know so that we may help you in anyway that we can. We appreciate your efforts. Thank you.

Sincerely,

James D. Froula

CC: District Directors
Executive Council
Chapter Presidents
Chief Advisors

Enclosures:

Envelope

Account statement (If **no statement** is enclosed, your chapter has a zero balance.)

Billing information sheet